

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CC-826-2022
Company Name	Misk Foods and Atayeb
Industry	Food and Beverage Manufacturing
Vacancy	Sales Assistant
Number of vacancies for that position	1
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	Full Time
Major(s)	Sales and Marketing, Business Administration or any other relevant major.
Degree	Bachelor's degree. Master's is a plus.
Years of Experience	0-2 years or more
Location	Downtown Beirut
Remuneration & Benefits	Negotiable
Currency (LBP, Dollar, Lollar)	Negotiable
Tasks & Responsibilities	<p>Provide tracking and reporting of quality control findings to Quality & OpEx management</p> <ul style="list-style-type: none"> • Ensure customers receive an outstanding customer experience, by answering product questions attentively in emails or over the phone. • Maintain optimal stock levels by assisting in stock checks and ordering stock from factories • Assess customer needs and recommend suitable products • Conduct regular checks with factories to make sure everything is up to client required standards. • Process client orders, deal with complaints and returned products. • Perform other duties as requested by Head of Sales.